



## CITY OF FRISCO

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# Memorandum

**To:** Tom Johnston, Purchasing Manager  
**From:** Stacy Brown, Housing and Grant Administrator  
**Date:** 12/10/2009  
**Re:** Consolidated Plan Consultant RFP No. 1010-007 Staff recommendation.

**Action Requested:** Forward to City Council staff recommendation for the awarding of the Consolidated Plan Consultant RFP No. 1010-007 to BBC Research and Consulting in the amount of \$33,800.

**Background Information:** The Consolidated Plan (Con Plan) and Annual Action Plan are requirements of the U.S. Department of Housing and Urban Development (HUD) that combine the planning and application process for Community Planning and Development entitlement programs. The City of Frisco administers two HUD entitlement programs: Community Development Block Grant (CDBG), and Community Development Block Grant – Recovery Act (CDBG-R). In addition to the administration of the aforementioned programs, applicants of other HUD funding are required to certify with the City that their application to HUD is consistent with the local consolidated plan.

Proposals are requested from qualified firms with proven experience in developing a Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and Action Plans, in accordance with HUD requirements. The Consolidated Plan will cover the period October 1, 2010 through September 30, 2014, consisting of HUD years, 2010-2014, and City of Frisco years, 2011 – 2015. The Action Plan will be for HUD year 2010, October 1, 2010 through September 30, 2011.

The following scope of work is to be performed by the consultant to complete the following:

- Consolidated Plan, 2010 – 2014
- Impediments to Fair Housing Choice
- Action Plan 2010

A staff evaluation team consisting of Stacy Brown, Housing and Grant Administrator; Daniel Ford, Buyer and Assistant to the City Manager; Jeff Witt, Comprehensive and Environmental Administrator; and Terri Brown, CDBG inspector, met twice to discuss the three proposals that were submitted. Staff

unanimously agreed to recommend BBC Research and Consulting for the RFP 1010-007 award.

The consultant fee of \$33,800 will be funded through the Community Development Block Grant (CDBG).

**Board Review/Citizen Input:** None.

**Financial Considerations:** Community Development Block Grant (CDBG) funds in the amount of \$33,800 will be used to for this expenditure.

**Supporting Documents:**

**Staff Recommendations:** Staff unanimously agreed to recommend BBC Research and Consulting for the RFP 1010-007 award. For further information, please contact me at (972) 292-5114 or [sbrown@friscotexas.gov](mailto:sbrown@friscotexas.gov).